# Managing the Manager's RBST On-Line Account

1. Go to **http://lincoln.ne.gov** and search the keyword "alcohol" then click on the "Food and Beverage Server Training" button.

*Or*

Go **to http://fbstnebraska.unl.edu/**

*All establishment and manager actions will begin with this home web page. It is a good idea to bookmark it for easy reference.*

2. In the site navigation section, select *Employer Website.*

From this site you can add employees to your list, delete employees from the list, print your list of employees, or create and edit establishment policies.
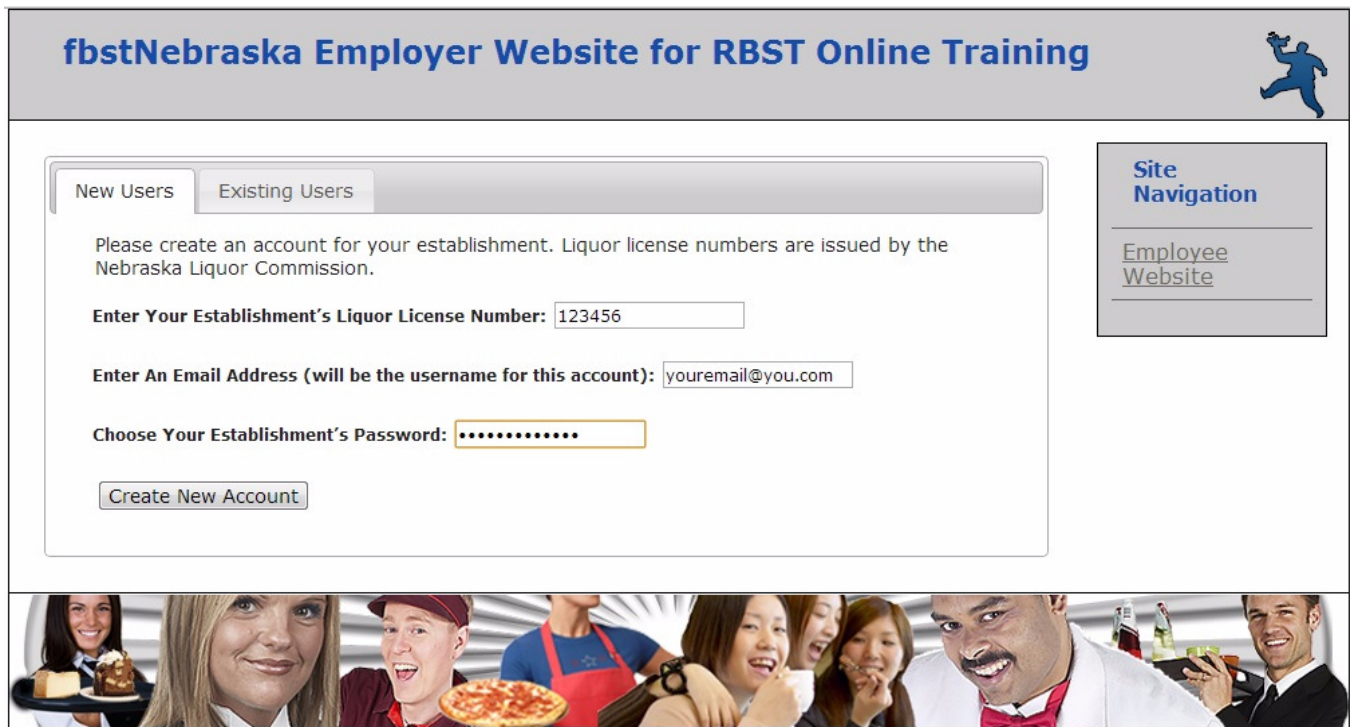
Start here:
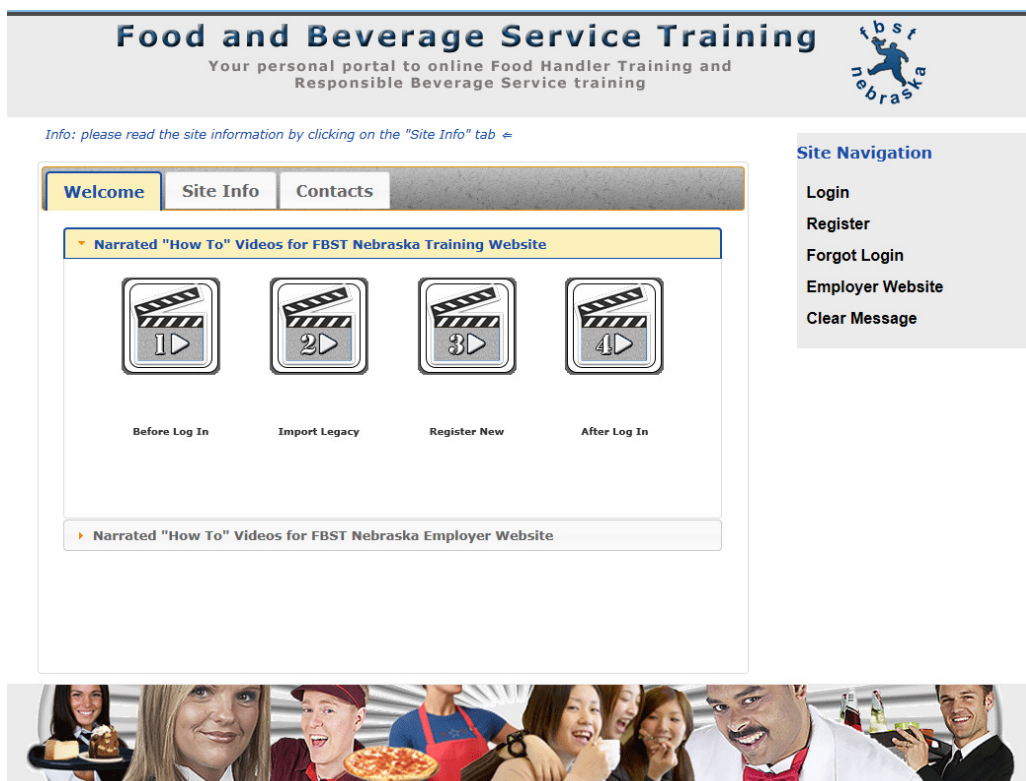
Select *Employer Website*.

If you do not have an account, you will need to create one. If you do have an account, you can access it and monitor and update your establishment's information and employee lists.

**CREATE NEW ACCOUNT**

If you do not have an account, after you have selected Employer Website you will see this page:



Click on the *New Users* tab.

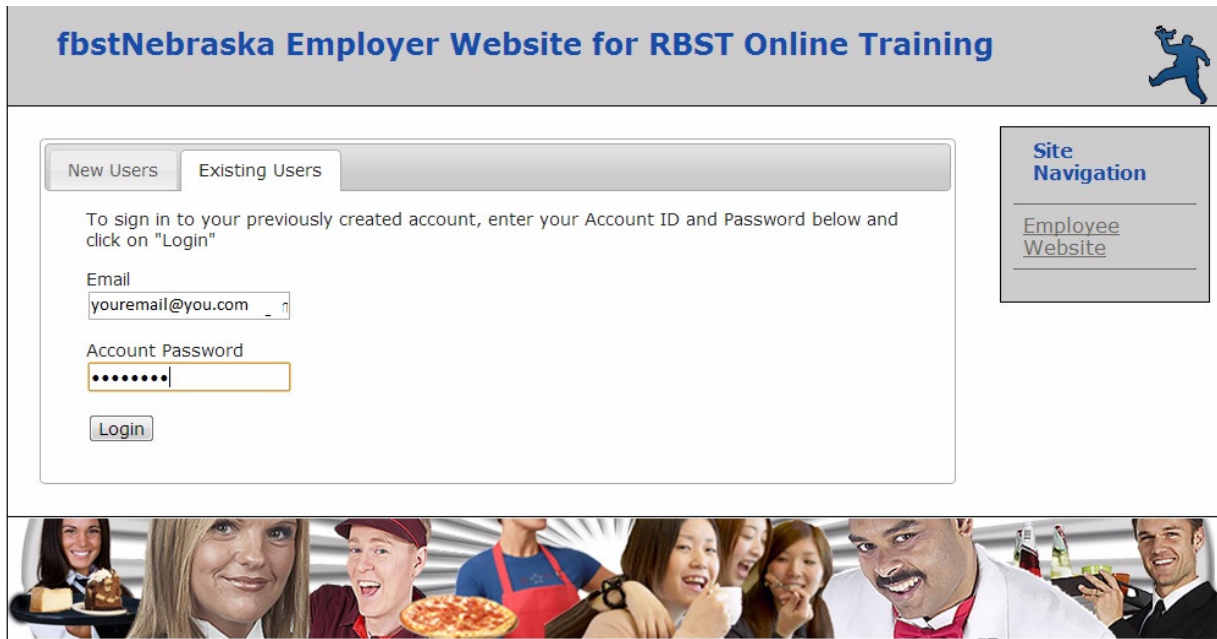> Enter your establishment's liquor license number issued by Nebraska Liquor Commission (enter numbers only).
>
> Enter an email address for your establishment account.
>
> Create and enter a password for your establishment account.
>
> Click on the *Create Account* button.

## LOGIN TO EXISTING ACCOUNT

If you have an existing account, click on the *Existing Users* tab.



Enter the email address and password for establishment account.

Click on the *Login* button.

After you have created a new account or accessed an existing account, you will be able to create or edit establishment policies or view, add, or delete employee names for your roster.

Directions for creating and editing policies begin on the next page.

## CREATE OR EDIT ESTABLISHMENT POLICIES

After you have created your new account, or logged into your existing account, you will see a page with three options: *Learn*, *View This Establishment's Active Employees*, and *Customize this Establishment's Policies*.
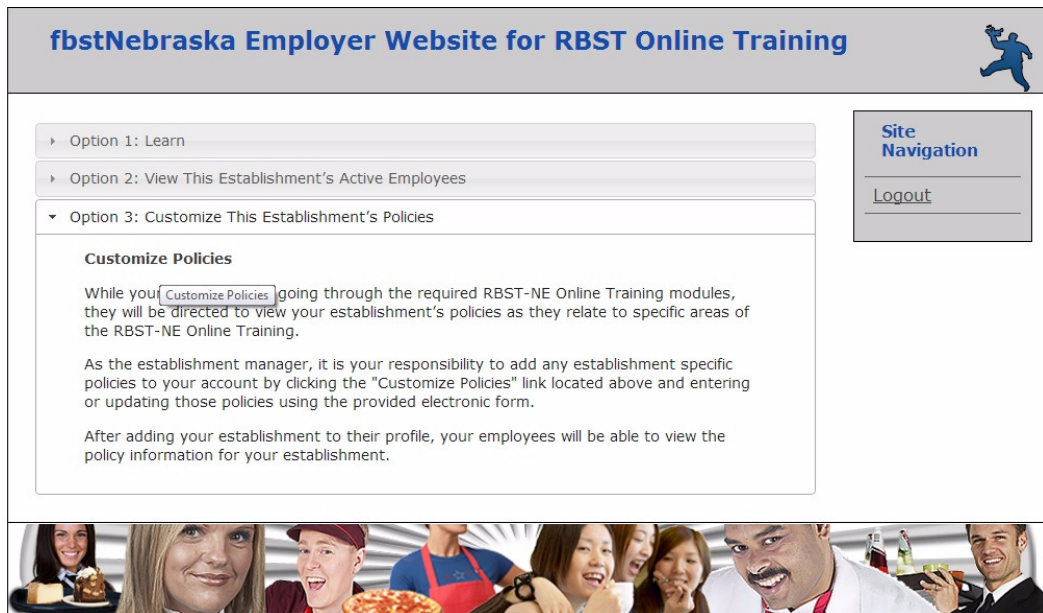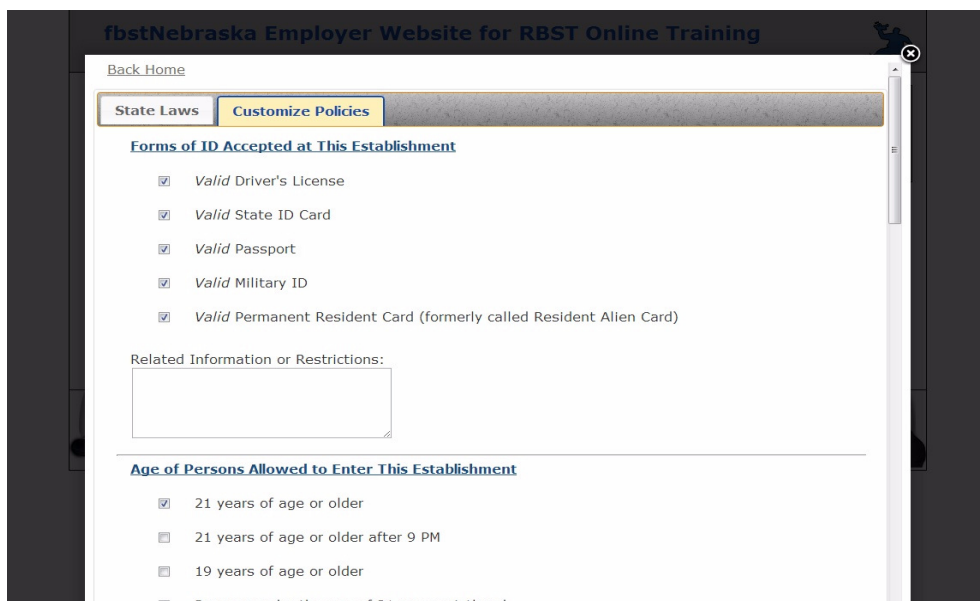


Click on *Option 3: Customize This Establishment's Policies* to expand the menu.

Click on *Customize Policies*.

Click on the *Customize Policies* tab on the popup window.

Add or edit policies by selecting the check boxes next to the appropriate items.

In the box, type in any necessary *Related Information or Restrictions*.

Click the *Edit Policies* button at the bottom of the popup window.


**VIEW, ADD, REMOVE, OR PRINT EMPLOYEE NAMES**

From the page with the three options, click on *Option 2:View Employees* to expand menu if it is not already expanded.

Click on *View Employees.*



View your employee records in the popup window.

**Add an Employee's Name**

Add employees by typing the employee's email address in box next to title *Enter Employee Email*. This email address is the email address the employee used when registering their *fbstNebraska* account.

Click on the *Add Relationship* button.

**Remove an Employee's Name**

Remove an employee's name from your employee list by clicking the red circle icon in last column titled *Remove*.

Click *OK* when you are prompted with "Are you sure you want to remove employee" dialog box.

**Print Your Employee List**

Click on t  he *Click to print employee list* link located in upper left had corner of Employee List popup window.